

Employee Number:

Effective Date: \_\_\_\_\_  
(MM/DD/YYYY)

## Section 1

Pay Period End Date (MM/DD/YYYY)	Hours Paid Including OT	Incorrect Pay Rate	Correct Pay Rate	Pay Rate Increase	Additional Regular Pay

Pay Period End Date (MM/DD/YYYY)	1/ 2 of OT Hours Paid	Incorrect OT Rate	Correct OT Rate	OT Rate Increase	Additional OT Pay

**Total Retroactive Pay (Wage Type 1179)**

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
Employee

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Manager

Complete the data entry information below and enter into the Payroll Time & Attendance System.

[illegible]